

**CEMETERY MAINTENANCE FUND REPORTING FORM**

**INSTRUCTIONS:**

1. Complete the requested information and remit with a check in the appropriate amount to the address above no later than March 1st each year for payments received in the preceding calendar year (January 31 through December 31)
2. A separate form should be completed for each geographic cemetery location.
3. Payments are required only on the original sale or transfer and are not required for any subsequent resale or transfer of the same plot, rights, or niche.

**SECTION A**

Name of cemetery as it appears on the registration	Cemetery registration number	Calendar Year reporting
Address (number and street, city, state ZIP code)		
Name of contact person	Telephone number	E-mail address

**SECTION B: REPORT OF SALES WHERE ENTIRE SALE PRICE IS PAID TO THE CEMETERY**

TYPE OF SALE FOR THE CALENDAR YEAR WHERE THE ENTIRE AMOUNT DUE WAS PAID UPON PURCHASE:	TOTAL AMOUNT OF FUNDS OBTAINED FROM SALES	REQUIRED PAYMENT CALCULATION	=	TOTAL
1. Earth Burial Plots Sold or Transferred		1%	=	\$
2. Entombment or Inurnment Rights Sold in a Community or Public Mausoleum or a Community or Public Garden Crypt		1%	=	\$
3. Niches Sold or Transferred in a Community Columbarium	(Indicate number sold rather than amount of funds obtained)	\$2 per Niche	=	\$
			TOTAL OF 1, 2, & 3:	

**SECTION C: REPORT OF SALES WHERE PARTIAL PAYMENT OF THE SALE PRICE IS MADE TO THE CEMETERY**

TYPE OF SALE FOR THE CALENDAR YEAR WHERE PARTIAL PAYMENT WAS MADE UPON PURCHASE:	AMOUNT OF PARTIAL PAYMENTS RECEIVED	REQUIRED PAYMENT CALCULATION	=	TOTAL
1. Earth Burial Plots Sold or Transferred		1%	=	\$
2. Entombment or Inurnment Rights Sold in a Community or Public Mausoleum or a Community or Public Garden Crypt		1%	=	\$
3. Niches Sold or Transferred in a Community Columbarium	(Indicate number sold rather than amount of funds obtained)	\$2 per Niche	=	\$
			TOTAL OF 1, 2, & 3:	

**SECTION D: REPORT OF NONMONETARY TRANSFERS**

TYPE OF NONMONETARY TRANSFER IN THE SALE OF:	CASH EQUIVALENT AMOUNT:	REQUIRED PAYMENT CALCULATION	=	TOTAL
1. Burial Plots Sold or Transferred		1%	=	\$
2. Entombment or Inurnment Rights Sold in a Community or Public Mausoleum or a Community or Public Garden Crypt		1%	=	\$
3. Niches Sold or Transferred in a Community Columbarium	(Indicate number sold rather than amount of funds obtained)	\$2 per Niche	=	\$
			TOTAL OF 1, 2, & 3:	

**SECTION E: TOTAL AMOUNT TO BE PAID BY MARCH 1st OF EACH YEAR**

<b>GRAND TOTAL OF SECTION B, C, &amp; D TO BE PAID BY MARCH 1st:</b>	<b>Grand Total:</b>
<b>AFFIRMATION</b>	
I (we) hereby affirm, under the penalties for perjury, that all of the information contained in this disclosure is true and correct.	
Signature of Owner	Date:
Printed name of Owner/ President / Vice-President	